## Michigan Deptartment of Treasury 496 (2-04) Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.	eport						
Local Government Type City Township Village Ot	Local Government Name		County				
Audit Date Opinion Date							
We have audited the financial statements of accordance with the Statements of the Grandial Statements for Counties and Local	overnmental Accounting Standar	ds Board (GASB) and the	Uniform Reporting Format fo				
We affirm that:							
We have complied with the Bulletin for to	ne Audits of Local Units of Govern	ment in Michigan as revised					
We are certified public accountants regis	stered to practice in Michigan.						
We further affirm the following. "Yes" respon comments and recommendations	ses have been disclosed in the fir	nancial statements, including	the notes, or in the report of				
You must check the applicable box for each i	tem below.						
Yes No 1. Certain component	units/funds/agencies of the local ι	unit are excluded from the fin	ancial statements.				
Yes No 2. There are accumula 275 of 1980).	ated deficits in one or more of th	is unit's unreserved fund ba	alances/retained earnings (P.A.				
Yes No 3. There are instance amended).	s of non-compliance with the Ur	niform Accounting and Budo	geting Act (P.A. 2 of 1968, as				
<u> </u>	violated the conditions of either order issued under the Emergence		Municipal Finance Act or its				
<u> </u>	s deposits/investments which do 29.91], or P.A. 55 of 1982, as am		equirements. (P.A. 20 of 1943,				
Yes No 6. The local unit has b	een delinquent in distributing tax r	evenues that were collected	for another taxing unit.				
Yes No 7. pension benefits (n	violated the Constitutional requirormal costs) in the current year. In the normal cost requirement, no	If the plan is more than 100	0% funded and the overfunding				
Yes No 8. The local unit uses (MCL 129.241).	credit cards and has not adopt	red an applicable policy as	required by P.A. 266 of 1995				
Yes No 9. The local unit has n	ot adopted an investment policy a	s required by P.A. 196 of 199	97 (MCL 129.95).				
We have enclosed the following:		Enclosed	To Be Not Forwarded Required				
The letter of comments and recommendation	ns.						
Reports on individual federal financial assist	ance programs (program audits).						
Single Audit Reports (ASLGU).							
Certified Public Accountant (Firm Name)							
Street Address	City	St	ate ZIP Code				
Accountant Signature Signature Signature	P. c .	Da	ate				

## Township of Spencer Kent County, Michigan FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT

### **CONTENTS**

	Page
INDEPENDENT AUDITORS' REPORT	3 - 4
BASIC FINANCIAL STATEMENTS Government-wide financial statements:	
Statement of net assets	5
Statement of activities	6
Fund financial statements:	
Balance sheet - governmental funds	7
Statement of revenues, expenditures, and changes in fund balances -	
governmental funds	8 - 9
Statement of fiduciary net assets - agency fund	10
Notes to financial statements	11 - 16
REQUIRED SUPPLEMENTARY INFORMATION	
Budgetary comparison schedules:	
General Fund	17 - 18
Fire Fund	19



246 E. Kilgore Road Kalamazoo, MI 49002-5599 www.siegfriedcrandall.com

> Telephone 269-381-4970 800-876-0979 Fax 269-349-1344

#### INDEPENDENT AUDITORS' REPORT

Board of Trustees Township of Spencer, Michigan

We have audited the accompanying financial statements of the governmental activities and each major fund of the Township of Spencer, Michigan, as of March 31, 2005, and for the year then ended, which collectively comprise the Township's basic financial statements, as listed in the contents. These financial statements are the responsibility of the Township's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Township of Spencer, Michigan, as of March 31, 2005, and the respective changes in financial position for the year then ended in conformity with U.S. generally accepted accounting principles.

As described in Note 11, the Township has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments, as of April 1, 2004.

The budgetary comparison information, on pages 18 through 20, are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.



Board of Trustees Township of Spencer, Michigan Page 2

The Township of Spencer, Michigan has not presented the management's discussion and analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be a part of, the financial statements.

Sigfried Cranball P.C.

April 28, 2005



## Township of Spencer STATEMENT OF NET ASSETS

March 31, 2005

	Governmental activities
ASSETS	
Current assets:	
Cash	\$ 603,184
Receivables (net)	64,964
Total current assets	668,148
Noncurrent assets:	
Capital assets (net of accumulated depreciation)	801,748
Total assets	1,469,896
LIABILITIES Current liabilities:	
Payables	11,430
Customer deposits	7,277
Total current liabilities	18,707
NET ASSETS	
Invested in capital assets Restricted for:	801,748
Public safety	148,356
Public works	60,342
Unrestricted	440,743
Total net assets	\$ 1,451,189

			Program Revenues					reve ch	expenses) enues and anges in et assets
		•	_	-	erating .		Capital .	_	
	Expenses		arges for ervices	-	nts and ributions	_	ants and tributions		rernmental ectivities
Functions/Programs Governmental activities:			0,11000	<u>001111</u>	<u> </u>	<u>0011</u>			<u>ouvinoo</u>
Legislative	\$ 10,000	\$	_	\$	_	\$	_	\$	(10,000)
General government	278,970	·	11,174	•	-	•	11,056	•	(256,740)
Public safety	178,735		62,998		-		-		(115,737)
Public works	71,577		22,830		5,500		-		(43,247)
Community and economic									
development	7,720		-				<del>-</del>		(7,720)
Total governmental									
activities	<u>\$547,002</u>	<u>\$</u>	97,002	\$	5,500	<u>\$</u>	11,056		(433,444)
	General rev	enu	es:						
	Property	taxe	es						269,946
	State sha	ared	revenue						248,977
	Interest is	ncor	ne						7,706
	Other								14,978
	Tota	l gei	neral reve	nues					541,607
	Change in r	net a	ssets						108,163
	Net assets	- be	ginning						1,343,026
	Net assets	- en	ding					<u>\$</u>	1,451,189

		General		Fire	Total ernmental funds
ASSETS Cash Receivables Due from other funds	\$	463,368 50,057 1,381	\$	139,816 14,907	\$ 603,184 64,964 1,381
Total assets	<u>\$</u>	514,806	<u>\$</u>	154,723	\$ 669,529
LIABILITIES AND FUND BALANCES Liabilities:					
Payables Due to other funds Customer deposits	\$	6,444 - 7,277	\$	4,986 1,381 -	\$ 11,430 1,381 7,277
Total liabilities		13,721		6,367	 20,088
Fund balances: Reserved for public works Unreserved		60,342 440,743		- 148,356	 60,342 589,099
Total fund balances		501,085		148,356	 649,441
Total liabilities and fund balances	\$	514,806	<u>\$</u>	154,723	
Amounts reported for governmental activitie assets (page 5) are different because:	s in the	statement of	f net		
Capital assets used in governmental activities and, therefore, are not reported in the funds		ot financial re	esourc	es	 801,748
Net assets of governmental activities					\$ 1,451,189

### Township of Spencer STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - governmental funds

	_ (	General	 Fire	gov	Total ernmental funds
REVENUES					
Property taxes	\$	126,402	\$ 143,544	\$	269,946
Licenses and permits		62,476	-		62,476
State shared revenue		254,477	-		254,477
Charges for services		3,923	7,500		11,423
Interest and rentals		7,876	1,255		9,131
Other:			·		•
Special assessments		22,830	-		22,830
Miscellaneous		10,323	3,503		13,826
		<u> </u>			<del></del>
Total revenues		488,307	155,802		644,109
					0.1,1.00
EXPENDITURES					
Legislative		10,000	~		10,000
General government		265,638	_		265,638
Public safety		49,938	94,408		144,346
Public works		68,433	-		68,433
Community and economic development		7,720	_		7,720
Capital outlay		6,189	36,745		42,934
•			 		,
Total expenditures		407,918	131,153		539,071
, , , , , , , , , , , , , , , , , , ,		101,010	.01,100		000,01
NET CHANGE IN FUND BALANCES		80,389	24,649		105,038
		, -	•		-,
FUND BALANCES - BEGINNING		420,696	123,707		544,403
		<del></del>	<del></del>		
FUND BALANCES - ENDING	\$	501,085	\$ 148,356	\$	649,441

### Township of Spencer STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - governmental funds (Continued)

	gov	Total rernmental funds
Net change in fund balances - total governmental funds (page 8)	\$	105,038
Amounts reported for <i>governmental activities</i> in the statement of activities are because:		
Capital assets: Assets acquired Provision for depreciation		55,119 (51,994)
Change in net assets of governmental activities (page 6)	\$	108,163

## Township of Spencer STATEMENT OF FIDUCIARY NET ASSETS - agency funds

March 31, 2005

ASSETS Cash	\$ 2,469
<b>LIABILITIES</b> Payables	<u>\$ 2,469</u>

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The accounting policies of the Township of Spencer, Michigan (the Township), conform to U.S. generally accepted accounting principles (hereinafter referred to as generally accepted accounting principles) as applicable to governments. The following is a summary of the more significant policies.

#### a) Reporting entity:

The accompanying financial statements present only the Township. There are no component units, entities for which the Township is considered to be financially accountable.

#### b) Government-wide and fund financial statements:

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the Township. The effect of inter-fund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

#### c) Measurement focus, basis of accounting, and financial statement presentation:

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Township generally considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

State grants, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable only when cash is received by the government.

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

c) Measurement focus, basis of accounting, and financial statement presentation (continued): The Township reports the following major governmental funds:

The General Fund is the government's primary operating fund. It accounts for all financial resources of the Township, except those required to be accounted for in another fund. Revenues are primarily derived from property taxes and state shared revenue.

The Fire Fund accounts for the proceeds of specific revenue sources, property taxes that are legally restricted to expenditures for public safety purposes.

Private-sector standards of accounting issued prior to December 1, 1989, are generally followed in the government-wide financial statements to the extent that those standards do not conflict with the standards of the Governmental Accounting Standards Board (GASB). The Township has elected not to follow subsequent private-sector standards.

The Township reports a single fiduciary fund, its Agency Fund, which accounts for assets held by the Township in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

- d) Assets, liabilities, and net assets or equity:
  - i) Bank deposits Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Pooled interest income is proportionately allocated to all funds.
  - ii) Receivables In general, outstanding balances between funds are reported as "due to/from other funds." No allowance for uncollectible accounts has been recorded as the Township considers all receivables to be fully collectible.
  - iii) Prepaid items Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaid items in both government-wide and fund financial statements.
  - iv) Capital assets Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, sidewalks, and similar items), are reported in the government-wide financial statements. Capital assets are defined by the Township as assets with an initial individual cost of more than \$1,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. Governments can elect to account for infrastructure assets either retroactively to June 15, 1980, or prospectively. The Township has elected to account for infrastructure assets prospectively, beginning April 1, 2004.

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

- d) Assets, liabilities, and net assets or equity (Continued):
  - iv) Capital assets (continued):

Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings and improvements 50 years Equipment 5 - 20 years

- v) Fund equity In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.
- vi) Property tax revenue recognition Property taxes are levied as of December 1 on property values assessed as of December 31 of the prior year. The billings are due on or before February 14, after which time the bill becomes delinquent and penalties and interest may be assessed by the Township. Property tax revenue is recognized in the year for which taxes have been levied and become available. The Township levy date is December 1, and, accordingly, the total levy is recognized as revenue in the current year.

#### NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY:

Budgetary information - Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. The budget document presents information by fund, function, and department. The legal level of budgetary control adopted by the governing body is the function level. All annual appropriations lapse at the end of the fiscal year. The Township had no significant budget variations.

#### NOTE 3 - CASH:

The Township's cash balances at year end are as follows:

	Governmental <u>activities</u>		Fic	duciary	 Total		
Cash	\$	603,184	\$	2,469	\$ 605,653		

Deposits are carried at cost and are maintained at various financial institutions in the name of the Township. State statutes and the Township's investment policy authorize the Township to make deposits in the accounts of federally-insured banks, credit unions, and savings and loan associations. The Township's deposits are in accordance with statutory authority. At March 31, 2005, the Township has deposits with a carrying amount of \$605,653 and a bank balance of \$607,292. Of the bank balance, \$200,000 is covered by federal depository insurance and \$407,292 is uninsured.

#### NOTE 4 - RECEIVABLES:

Receivables, as of year end, for the Township's individual major funds are as follows:

Fund		counts	 Property taxes		pecial essments	gov	Inter- ernmental	 Total
General Fire	\$	1,671	\$ 10,249 13,236	\$	1,824	\$	37,984 	\$ 50,057 14,907
Totals	<u>\$</u>	1,671	\$ 23,485	<u>\$</u>	1,824	\$	37,984	\$ 64,964

All receivables are considered fully collectible.

#### **NOTE 5 - CAPITAL ASSETS:**

Capital asset activity for the year ended March 31, 2005, was as follows:

	Beginning balance	Increases	Decreases	Ending balance	
Governmental activities:					
Capital assets not being depreciated - land	<u>\$ 26,000</u>	<u>\$</u>	<u>\$ -</u>	\$ 26,000	
Capital assets being depreciated:					
Buildings and improvements	633,408	-	-	633,408	
Equipment	408,847	55,119		463,966	
Subtotal	1,042,255	55,119		1,097,374	
Less accumulated depreciation for:					
Buildings and improvements	(89,191)	(12,668)	_	(101,859)	
Equipment	(180,441)	(39,326)		(219,767)	
Subtotal	(269,632)	(51,994)		(321,626)	
Total capital assets being depreciated (net)	772,623	3,125		775,748	
Governmental activities capital assets, net	\$ 798,623	\$ 3,125	\$ -	\$ 801,748	

Depreciation expense was charged to functions of the Township as follows:

Governmental activities:	
General government	\$ 13,332
Public safety	 38,662
Total governmental activities	\$ 51,994

#### NOTE 6 - PAYABLES:

Payables, as of year end, for the Township's individual major funds are as follows:

Fund		Accounts		
General Fire	\$	6,444 4,986		
Total	<u>\$</u>	11,430		

#### NOTE 7 - DEFINED CONTRIBUTION PENSION PLAN:

The Township provides retirement benefits for all of its eligible employees through a defined contribution pension plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. Employees are eligible to participate from the date of employment and may contribute to the plan. Contributions range from \$250 to \$2,500 per employee, depending upon annual compensation. The Township's contributions are fully vested immediately. All costs associated with the plan are paid currently.

The Township is not a trustee of the plan, nor is the Township responsible for investment management of plan assets. Accordingly, plan assets and changes therein are not reported in these financial statements.

The Township made the required contributions of \$19,200 for the year ended March 31, 2005.

#### NOTE 8 - RISK MANAGEMENT:

The Township is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation). The Township has purchased commercial insurance for each of these claims and is neither self-insured, nor participates in a shared-risk pool. Settled claims relating to commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

#### NOTE 9 - CONSTRUCTION CODE ACT:

A summary of construction code enforcement transactions for the year ended March 31, 2005, is as follows:

Revenues	\$	55,432
Expenses	—	(53,439)
Excess of revenues over expenses	\$	1,993

## Township of Spencer NOTES TO FINANCIAL STATEMENTS (Continued)

#### NOTE 10 - RESTRICTED NET ASSETS:

Governmental activities net assets as of March 31, 2005, are restricted for the following purposes:

\$	148,356
	7,062
	53,280
	60,342
<u>\$</u>	208,698
	\$

#### NOTE 11 - CHANGE IN ACCOUNTING PRINCIPLES:

Effective April 1, 2004, the Township implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments, along with all related statements and interpretations. In connection with the implementation of this statement, the following adjustment to beginning net assets has been made to reflect the cumulative effect of this accounting change:

Net assets, as previously reported	\$	544,403
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		798,623
Net assets, as restated	<del></del>	1,343,026
	<u>-</u>	

### **REQUIRED SUPPLEMENTARY INFORMATION**

REVENUES	Original budget	Amended budget	Actual	Variance favorable (unfavorable)
Property taxes	\$ 122,800	\$ 122,800	\$ 126,402	\$ 3,602
Licenses and permits	Ψ 122,600 48,580			•
State grants	•	48,580	62,476	13,896
Charges for services	259,500	259,500	254,477	(5,023)
<u> </u>	6,000	6,000	3,923	(2,077)
Interest and rentals	5,000	5,000	7,876	2,876
Other	31,300	31,300	33,153	<u>1,853</u>
Total revenues	473,180	473,180	488,307	15,127
EXPENDITURES				
Legislative	10,000	10,000	10,000	
General government:				
Supervisor	20,500	20,500	20,000	500
Election	20,000	20,000	6,003	13,997
Assessor	27,500	27,500	25,801	1,699
Clerk	30,500	30,500	30,302	198
Board of review	1,800	1,800	1,700	100
Treasurer	31,375	32,575	31,868	707
Hall and grounds	59,000	60,750	56,792	3,958
Cemetery	3,000	3,000	1,499	1,501
Other	74,075	92,375	91,673	
Total general				
government	267,750	289,000	265,638	23,362
government		200,000		
Public safety - building inspections	46,400	50,050	49,938	112
Public works:				
Road improvements	100,000	100,000	52,284	47,716
Weed control	35,000	35,000	16,149	18,851
Road right-of-way	1,000	1,000	-	1,000
,		.,		
Total public works	136,000	136,000	68,433	67,567

# Township of Spencer BUDGETARY COMPARISON SCHEDULE - General Fund (Continued)

EXPENDITURES (Continued)	Original budget	Amended budget	Actual	Variance favorable (unfavorable)
Community and economic development - planning and zoning	\$ 9,150	\$ 9,150	\$ 7,720	\$ 1,430
Capital outlay	35,500	20,600	6,189	14,411
Total expenditures	504,800	514,800	407,918	106,882
NET CHANGE IN FUND BALANCES	(31,620)	(41,620)	80,389	122,009
FUND BALANCES - BEGINNING	420,696	420,696	420,696	
FUND BALANCES - ENDING	\$ 389,076	\$ 379,076	\$ 501,085	\$ 122,009

# Township of Spencer BUDGETARY COMPARISON SCHEDULE - Fire Fund

	Original budget	Amended budget	Actual	Variance favorable (unfavorable)
REVENUES				
Property taxes	\$ 135,000	\$ 135,000	\$ 143,544	\$ 8,544
Charges for services	7,500	7,500	7,500	-
Interest	500	500	1,255	755
Other	2,500	2,500	3,503	1,003
Total revenues	145,500	145,500	155,802	10,302
				<del></del>
EXPENDITURES				
Public safety	103,050	103,050	94,408	8,642
Capital outlay	42,450	42,450	36,745	5,705
		<del></del>		<u>-</u>
Total expenditures	145,500	145,500	131,153	14,347
•				
NET CHANGE IN FUND BALANCES	_	-	24,649	24,649
			21,010	21,010
FUND BALANCE - BEGINNING	123,707	123,707	123,707	_
		,. 01		
FUND BALANCE - ENDING	\$ 123,707	\$ 123,707	\$ 148,356	\$ 24,649
, one purplier - Filbillo	Ψ 120,101	$\psi = 120,101$	$\psi_{-}$	Ψ 47,043